



## CITY OF KIRKLAND TENANT BILLING FORM – KMC 15.20.010

FINANCE & ADMINISTRATION DEPARTMENT

123 Fifth Ave, Kirkland, WA 98033 • [utilitybilling@kirklandwa.gov](mailto:utilitybilling@kirklandwa.gov) (preferred)

(425) 587-3150 • Fax (425) 587-3110

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Dear Property Owner:

If you would like someone other than the property owner to receive the utility bill, you will need to complete the appropriate form and submit it along with a legible copy of your driver's license. If the property is owned by a company or you are signing on behalf of an HOA or other entity, please include your title.

There are three options available for you:

1. City of Kirkland Tenant Billing Form – This is the form to complete when you wish to have the bill mailed to the tenant at the service address. The bill will be addressed to “tenant” at *service address* and the authorization will remain active until revoked in writing. There is a \$10.00 fee posted to your account for processing this form.
2. City of Kirkland Alternate Billing Form – This is the form to complete when you wish to have the bill mailed to someone other than the property owner or tenant—such as a property manager or bill payer. You will also need to provide a copy of your management agreement. A new alternate billing form will need to be completed for each billing change. There is a \$10.00 fee posted to your account for processing this form.
3. City of Kirkland Commercial Tenant Billing Form – This is the form to complete when you wish to have the bill mailed to commercial tenant at the service address or another specified address. The authorization will remain active until the owner or the commercial tenant revokes the commercial tenant billing form. There is a \$10.00 fee posted to your account for processing this form.

The tenant/alternate billing will begin immediately upon receipt of your approved form. We bill every other month for a full two-month period. It will be your responsibility to prorate bills between tenants, as the City of Kirkland does not generate a final bill when tenants move out. Final bills are only generated upon the sale of a property.

Please feel free to contact Utility Billing at (425) 587-3150 or [utilitybilling@kirklandwa.gov](mailto:utilitybilling@kirklandwa.gov)

Sincerely,

*Customer Accounts – Utility Billing*  
City of Kirkland



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**A \$10.00 charge will be added to your account for processing this Tenant Billing Form.**

Date: \_\_\_\_\_

*For Office Use Only*

ID verified: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Service Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Account #: \_\_\_\_\_

I, \_\_\_\_\_, owner of the above-mentioned property would like the City of Kirkland to bill the tenant at the above service address.

I understand the City will begin billing “Tenant” at the service address as soon as this written request is received by the City. I understand the **City will not do final bills and it shall be the responsibility of the owner to prorate bills between tenants.** The owner will receive a delinquent notice whenever the account is overdue.

I do hereby acknowledge that, as the property owner, I am responsible for City of Kirkland provided water/sewer/garbage bills not paid by the tenant, including all lien fees, delinquent charges, and interest that may accrue. Further, I understand the following tenant billing policy and my responsibilities as owner of the above property.

- **Water, sewer, and garbage bills are a lien against the property served**, and failure to pay same will result in a lien against my property, and could include being sent to the City’s collection agency, as prescribed by the Revised Code of Washington: RCW 35.21.290 and RCW 35.67.200.
- If water service is disconnected due to non-payment, service will not be resumed until all past-due charges, penalties and fees are paid in full.
- **Owner is responsible to notify the City of Kirkland of any changes in billing or owner contact information.**
- Tenant is authorized to make changes to the level of service for the garbage collection with Waste Management Company.
- Owner authorizes the City of Kirkland to release utility account balances, due dates and billing cycle information for this service address to anyone identifying themselves as the tenant of the property and providing the utility billing account number.

**This tenant billing will remain in effect until revoked in writing by the property owner.**

**A legible copy of the owner’s driver’s license or state identification must be submitted with this form.**

***If owner is not available to sign, the management company may sign this form if already recognized by City of Kirkland Utility Billing as a party authorized by the legal owner. You must also include the owner’s contact information.***

Owner Signature (& Title, if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Owner’s Mailing Address: \_\_\_\_\_

Owner’s Phone #: \_\_\_\_\_ Owner’s Email: \_\_\_\_\_

### **COMPLETE THIS SECTION TO CANCEL TENANT BILLING**

This tenant billing authorization is revoked effective \_\_\_\_\_

Owner’s Signature: \_\_\_\_\_